

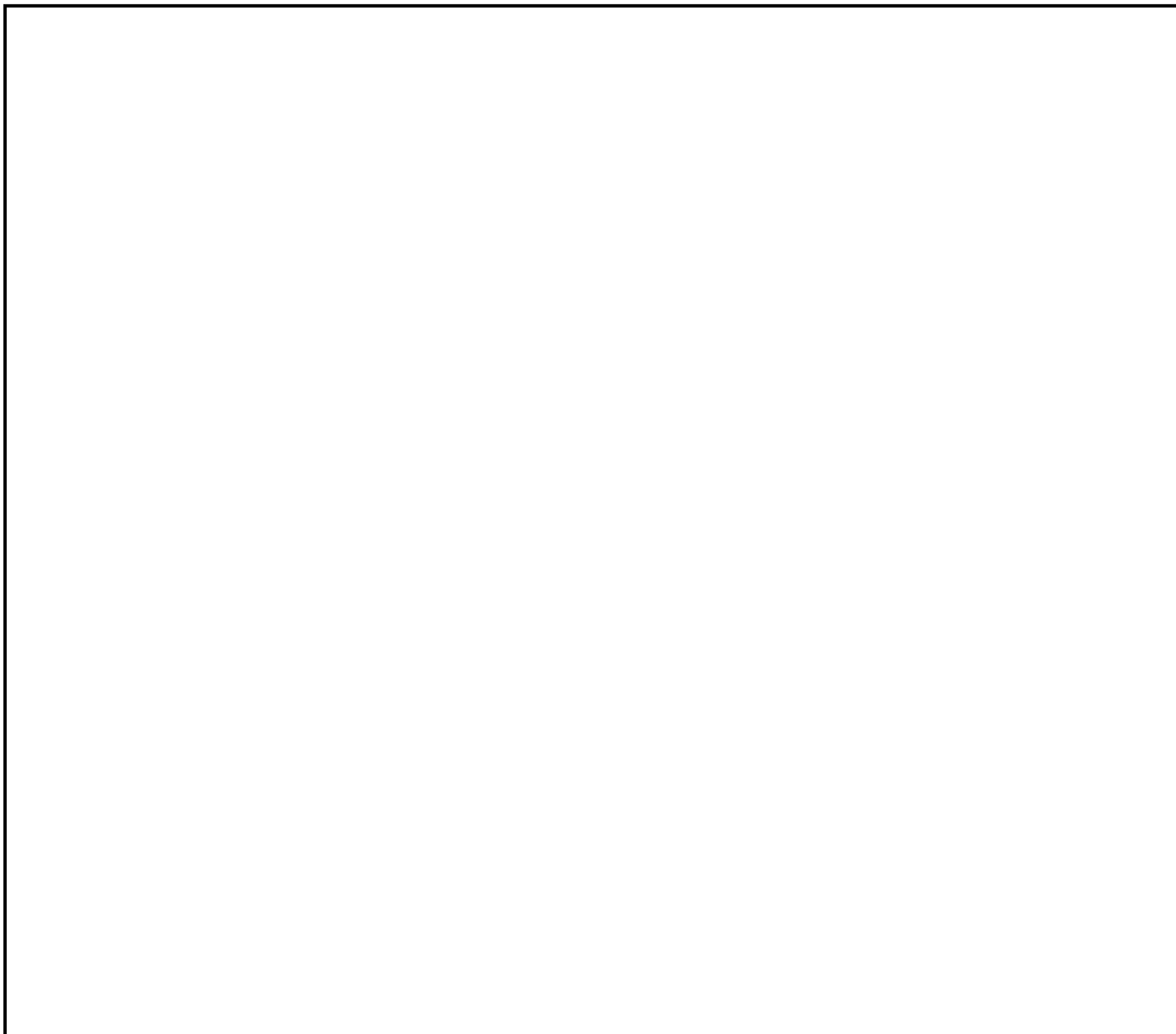
26 January 1967

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
26 January 1967

1. CT Language Requirements



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**4. Spaces at Naval War College**

My letter of 4 January 1967 to the Chief of Naval Personnel concerning our interest in nominating an alternate for consideration for enrollment at the Naval War College has been forwarded by BUPERS to the President of the Naval War College. We received from BUPERS a complimentary copy of their letter of transmittal.

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**5. Incentive Contract Course**

Discussions were held last week with Mr. [REDACTED]

[REDACTED] concerning the proposed "Incentive Contracting"

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course requested by DDS&T. DDS&T wanted additional material included in the course and this will add about \$1,000 to the cost, bringing it up to \$90 a person. S&T has about 30 engineers for the course and it is hoped that other components, such as OL and TSD, may have several people that they would like to include. Several dates are being considered, the selection of which will depend upon the availability of lecturers and classroom space.

6. IG Study of Printing Services Division

An IG study of the Printing Services Division was apparently critical of PSD's training program for apprentices, and recommended that PSD consult OTR for advice and guidance on how PSD might cut down on apprentice training time. After two meetings attended by members of the Office of Logistics and OTR it was concluded that apprentice training as offered by PSD, *if in fact,* was not appropriate ~~and that~~ an outside consultant should be brought in to survey the problem. Most of the training involves on-the-job training and covers a period of five years (this is two years less than the standard apprentice time in the Government Printing Office). It is this timing which appears to be the concern of the IG Staff.

7. Department of Defense Computer Institute

OS, is enrolled in the Senior Executive Seminar which began on 23 January.

8. EOD Training

Chief of Support, Office of Special Projects, DDS&T, inquired recently

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25X1 about the possibility of OTR's presenting two special one-week Introduction to Intelligence courses for their incoming employees. Since this two-week course is run ten times a year (one every month except during July and August), it has been our policy not to run special courses. However, OSP checked with [ ] the EOD Coordinator, who offered no objection to OSP's proposal for a one-week course. Tight training schedules make it extremely difficult to run a special course at this time. Nevertheless, we are exploring various ways to meet the OSP requirement.

25X1 9. American Management Association Finance and Accounting Course

25X1 The Office of General Counsel attempted to enroll [ ] in a seminar entitled "Fundamentals of Finance and Accounting for Non-Finance Executives" being conducted by the American Management Association in New York on 6 February. OGC was advised by AMA that there were no openings for the course. In view of this they requested OTR to intercede in their behalf and obtain a slot for [ ]. We checked with AMA and they confirmed that the 6 February running of the course was completely filled and that there is a long waiting list. AMA agreed, however, to put [ ] in the #1 spot on the waiting list.

25X1 10. Executive Seminar in Automatic Data Processing

25X1 [ ] Director/ORR, and [ ] Office of Communications, were the Agency's two nominees for the Civil Service Commission's Executive Seminar in Automatic Data Processing which began on 23 January. [ ]

25X1 was forced to cancel, however, because of briefing commitments for the DDL

25X1 [ ] an ORR division chief, was accepted by CSC as a substitute for

25X1 [ ] We had no problems with [ ]



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12. Department of Agriculture Graduate School

OTR is beginning to get inquiries and requests for courses being offered by the new Curriculum of Computer Sciences recently organized by the Department of Agriculture Graduate School. Art Lundahl is interested in a course entitled "ADP for Executives and Administrators." The participation is limited to ten government executives, GS-16 and above. The dates, location, and tuition cost have not been announced.

Agriculture is offering a wide variety and number of ADP/EDP courses, several of which may be of special interest to the Agency. Among the 49 titles are included: ADP Systems Analysis and Design, ADP Systems Design Workshop, Source Data Automation, ADP Information Retrieval, ADP Budget and Finance Applications, ADP Medical Applications, Seminar in ADP

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Management, etc. Agriculture advises that in addition to the courses listed in their bulletin, the Special Programs Department will, upon request, restructure and modify any courses or develop new courses to meet the individual needs of any agency.

### 13. Senior Officer Schools

OTR has taken several steps to comply with the directive contained in the DDS memorandum dated 29 December on the subject of OTR approval of theses/research papers prepared by CIA students attending senior officer schools. The External Training Briefing Sheet has been redesigned to incorporate this point. Personnel attending war colleges are being advised to inform us of their research topics. Students for the 41st class of the Armed Forces Staff College were briefed on this requirement last week.

### 14. OTR Contact with Westinghouse

During the past several months the DTR and the DDTR have discussed training matters with Westinghouse officials. Westinghouse has planned for some time to enlarge its training program and has, in the past month, created a wholly independent subsidiary for educational and training matters. We have discussed with them their in-house training for their own staff personnel as well as some of the programs Westinghouse has conducted for the Peace Corps, U.S. blue collar workers for overseas assignments, and their work in the behavioral sciences on a grade school level employing the use of programming and computers. This exploration with

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Westinghouse has led us to conclude that it is mainly in the field of scientific and technological training that they perhaps could be of some interest to us. The expansion of Westinghouse into educational and training matters, particularly in the more advanced techniques of programming and use of the computer appears to be worth watching.

**15. Non-Agency Briefings**

During this reporting period the following non-Agency briefings were given: a) [REDACTED]

[REDACTED] b) 12 members of INR on the Agency's special tasks at the White House and USIB levels; c) [REDACTED]

[REDACTED] 226 AID

personnel, most of whom are headed for South Vietnam; f) 650 students at the Air Command and Staff College, Maxwell AFB; g) nine businessmen in the Business Council for International Understanding at American University.

/s/  
John Richardson  
John Richardson  
Director of Training

Att - OTR Attendance

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